



APRIL 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2—Brigham Office 9:00 am to 1:00 pm Employment Essentials	3--- Logan Office 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	4—Logan Office Assertive Communication 9:00 am to 1:00 pm	5—Logan Office Assertive Communication 9:00 am to 1:00 pm	6—Brigham Office 9:00 am Federal Apps
9 – Brigham Office 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	10– Logan Office 9:00 am to 1:00 pm Employment Essentials	11 – Brigham Office 12:30 to 4:30 pm Employment Essentials	12 – Logan Office 12:30 to 4:30 pm Employment Essentials	13—Logan Office 9:00 am Federal Apps
16—Brigham Office 12:30 to 4:30 pm Employment Essentials	17—Logan office 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	18 – Brigham Office 9:00 am to 1:00 pm Employment Essentials	19—Logan Office 12:30 to 4:30 pm Employment Essentials	20
23---Brigham Office 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	24– Logan Office 9:00 am to 1:00 pm Employment Essentials	25—Brigham Office 12:30 to 4:30 pm Employment Essentials	26—Garden City 9:00 am to 1:00 pm Employment Essentials	27
30—Brigham Office 9:00 am to 1:00 pm Employment Essentials				

 **Brigham Office:** 138 West. 990 South

 **Logan Office:** 180 North 100 West

 **Garden City:** 69 N. Paradise Parkway, Bldg B. #224

Employment Essentials: *NEW WORKSHOP* to cover Job Searching, Skills ID, Resume, Interviewing, and Networking all in one **4 hour** powerful presentation! Introduction to JOB EXCHANGE program! This workshop includes a BRIEF overview of the following:

Job Searching with Technology: Learn tools and tips to online job search, electronic job boards, and how to track your jobs. Learn about Utahfutures.org to improve your job searching efforts, skills, interests and training.

Skills Identification: Identify job content, transferrable and self-management skills. How to market your skills to an employer and match your skills to the employer.

Résumé: Learn how to write and design a cutting-edge résumé and cover letter. Receive résumé and cover letter examples to assist them in writing and designing a résumé. Please bring a copy of your current resume.

Interviewing Skills: Learn to be confident in an interview, answer tough questions, illegal questions, 60 second commercial and SAR technique.

Networking Strategies: 80% of jobs are found by Networking! Learn networking techniques to find opportunities in the traditional and "hidden" job market. Construct a Marketing Message. Learn how to Market with Email, Facebook and LinkedIn.

Budgeting: Learn techniques to get your finances back on track, savings plans, different budget methods, SMART goals, how to pay off debt and understand how to rebuild your credit.

Federal Applications: Learn the hiring process with USAjobs.gov and tips on how to better qualify for federal positions.

One-on-One Practice Interviews: Call (435) 695-2648 to schedule an appointment in Brigham or (435) 792-0300 for Logan! **Workshops: Register today for a workshop online when logging into your profile page.**

Assertive Communication: Learn communication styles, how to say no, listening skills, expressing thoughts and feelings, personal rights, power up your language in interviews, conflict management, & positive and negative feedback strategies.